Colorado School of Mines
Recreational Sports
Student Recreation Center Aquatics
and Facility Operations Intern

The Recreational Sports Department at Colorado School of Mines invites applications for the Student Recreation Center (SRC) Aquatics and Facility Operations Intern position. The Intern will provide support to the Assistant Director of the SRC. Specifically, the Intern will provide supervision of the facility during the evening and weekend general operating hours, as well as providing operational support during athletics contests, recreational sports activities, and SRC special events. The SRC operates seven days a week with extended hours. Reporting to the Assistant Director of the SRC, the Facility Operations Intern provides vital support and flexibility in the management and supervision of the SRC.

Responsibilities:
Include, but are not limited to:

A. Assist the Assistant Director with:
   a. The vision, planning, management and assessment of the SRC
   b. The planning and development of policies, activities, and administrating all aspects of the SRC including special events
   c. The implementation of a creative marketing plan for the SRC
   d. Recruiting, hiring, training, supervising, scheduling and evaluating student staff
   e. Special Events setup and supervision (i.e. Foundation Dinners, Presidential Events, Varsity Athletic Camps, etc.)
   f. External Rental setup and supervision (i.e. Power to Play, AAU Basketball, Point Guard College, etc.)
   g. Oversight of all risk management issues for the SRC and the development of a compressive risk management plan

B. Provide professional oversight during weekend and evening operating hours, as well as special events

C. Support the mission and core values of the SRC and assist with facility management as needed

D. Adhere to all University and Department policies, procedures and regulations

E. Other duties as assigned

Mines is an Equal Opportunity/Affirmative Action employer and educator that recognizes that diversity is crucial to its pursuit of excellence in learning and research. Mines is committed to developing student, faculty, and staff populations with differing perspectives, backgrounds, talents, and needs and to creating a richer mix of ideas, energizing and enlightening debates, deeper commitments, and a host of educational, research, and service outcomes. As such, Mines values candidates who have experience working in settings with individuals from diverse backgrounds. Minorities, women, veterans, and persons with disabilities are strongly encouraged to apply.

Qualifications: The successful candidate should have progressive experience in facility and/or aquatic management in a collegiate recreation program. A previous degree (Bachelors or Masters) is preferred, but not required. This position requires previous experience in implementing recreational sports activities and managing facility operations.

Employment with Mines is contingent upon the satisfactory completion of a background investigation.
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policies/procedures, executing risk management plans, strong leadership and conflict/resolution skills, training a student staff, and managing a recreation facility. Also required is the ability to work a flexible schedule. The successful candidate must possess excellent organization, leadership and communication skills, including, but not limited to written, oral and interpersonal skills; and computer literacy.

Employment Terms:
This position is a full-time, summer appointment, beginning on May 21, 2016, and terminating on July 31, 2016, with a salary of $6,750.00. On-campus housing and a meal plan will be deducted from this amount. The successful candidate is not required to be seeking college credit during the internship.

To Apply:
Interested individuals should submit a cover letter addressing each of the qualifications, resume, and the names and contact information of at least three professional references to:

Margie Rodgers
Assistant Director, Student Recreation Center
CSM Recreational Sports
1651 Elm St.
Golden, CO 80401

Application materials may also be submitted via email: mrodgers1@mines.edu

Review of applications will begin immediately and will be accepted until the position has been filled.